



Schedule
Contract GS10F0373Y



GENERAL SERVICES ADMINISTRATION

Federal Acquisition Service

Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through **GSA Advantage!**TM, a menu-driven database system. The INTERNET address for **GSA Advantage!**TM is: <http://www.GSAAdvantage.gov>.

Schedule for - Environmental Services

Federal Supply Group: 899 **Class:** F999

Contract Number: (See Block 2 on SF1449)

For more information on ordering from Federal Supply Schedules

click on the FSS Schedules button at <http://www.gsa.gov/schedules-ordering>

Contract Period: (See Block 3 on SF1449), effective through five years

Contractor: Timmons Group, Inc.
1001 Boulders Parkway, Suite 300
Richmond, VA 23225 5512

Business Size: Large Business

Telephone: (804) 200-6500

Extension:

FAX Number: (804) 560-1016

Web Site: www.timmons.com

E-mail: chris.dodson@timmons.com

Contract Administration: Christopher R. Dodson

CUSTOMER INFORMATION:

- 1a. **Table of Awarded Special Item Number(s) with appropriate cross-reference to page numbers:** 899-1/1RC, 899-7/7RC, 899-8/8RC,
- 1b. **Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply.**
- 1c. **If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who**

will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item.

2. **Maximum Order:** \$1,000,000.00
3. **Minimum Order:** \$100.00
4. **Geographic Coverage (delivery Area):** Domestic only
5. **Point(s) of production (city, county, and state or foreign country):** Same as company address
6. **Discount from list prices or statement of net price:** Government net prices (discounts already deducted). See Attachment.
7. **Quantity discounts:** GSA prices, excluding the required .75% IFF, shall be discounted as follows:

Quantity / Volume	GSA Discount
Amounts between \$0 - \$500,000 Contract Revenue	1%
Amounts between \$500,000 - \$1,000,000 Contract Revenue	5%
Amounts between \$1,000,000 - \$2,000,000 Contract Revenue	10%
Amounts over \$2,000,000 Contract Revenue	15%

8. **Prompt payment terms:** Net 30 days
- 9a. **Notification that Government purchase cards are accepted up to the micro-purchase threshold:** Yes
- 9b. **Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold:** will not accept over \$3,000
10. **Foreign items (list items by country of origin):** None
- 11a. **Time of Delivery (Contractor insert number of days):** Specified on the Task Order
- 11b. **Expedited Delivery.** The Contractor will insert the sentence “Items available for expedited delivery are noted in this price list.” under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor
- 11c. **Overnight and 2-day delivery.** The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor
- 11d. **Urgent Requirements.** The Contractor will note in its price list the “Urgent Requirements” clause of its contract and advise agencies that they can also contact the Contractor’s representative to effect a faster delivery: Contact Contractor
12. **F.O.B Points(s):** Destination
- 13a. **Ordering Address(es):** Same as Contractor
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA’s), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. **Payment address(es):** Same as company address
15. **Warranty provision.:** Contractor's standard commercial warranty.
16. **Export Packing Charges (if applicable):** N/A
17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level):** Contact Contractor
18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
19. **Terms and conditions of installation (if applicable):** N/A
20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 20a. **Terms and conditions for any other services (if applicable):** N/A
21. **List of service and distribution points (if applicable):** N/A
22. **List of participating dealers (if applicable):** N/A
23. **Preventive maintenance (if applicable):** N/A
- 24a. **Environmental attributes, e.g., recycled content, energy efficiency, and/or reduced pollutants:** N/A
- 24b. **If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contactor's website or other location.) The EIT standards can be found at: www.Section508.gov/.**
25. **Data Universal Numbering System (DUNS) number:** 04-9968738
26. **Notification regarding registration in Central Contractor Registration (CCR) database:** Registered
27. **Final Pricing**

SIN(s)	Labor Category	Minimum Education	Minimum Experience	Commercial Price List (CPL)	Unit of Issue	GSA Discount	GSA Price excluding IFF	GSA Price including IFF
899-1/1RC 899-7/7RC 899-8/8RC	Program Manager	Bachelors	10	\$150.00	Hour	1%	\$148.50	\$149.62
899-1/1RC 899-7/7RC 899-8/8RC	Senior Project Manager	Bachelors	10	\$130.00	Hour	1%	\$128.70	\$129.67
899-1/1RC 899-7/7RC 899-8/8RC	Environmental Services Manager	Bachelors	5	\$115.00	Hour	10%	\$103.50	\$104.28
899-1/1RC 899-7/7RC 899-8/8RC	Project Manager	Bachelors	5	\$100.00	Hour	1%	\$99.00	\$99.75

899-1/1RC 899-7/7RC 899-8/8RC	Senior Project Engineer	Bachelors	5	\$100.00	Hour	1%	\$99.00	\$99.75
899-1/1RC 899-7/7RC 899-8/8RC	Environmental Scientist	Bachelors	3	\$95.00	Hour	1%	\$94.05	\$94.76
899-1/1RC 899-7/7RC 899-8/8RC	Project Engineer	Bachelors	2	\$75.00	Hour	1%	\$74.25	\$74.81
899-1/1RC 899-7/7RC 899-8/8RC	CADD Technician	High School	1	\$65.00	Hour	1%	\$64.35	\$64.84
899-1/1RC 899-7/7RC 899-8/8RC	Environmental Technician	Bachelors	1	\$60.00	Hour	1%	\$59.40	\$59.85

- 28. Service Contract Act:** The Service Contract Act (SCA) is applicable to this contract and it includes SCA applicable labor categories. The prices for the cited SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.

SCA Eligible Labor Category	SCA Equivalent Code Title	Wage Determination No.
CADD Technician	30064 – Drafter/CADD Operator IV	2005-2545
Environmental Technician	30090 – Environmental Technician	2005-2545

29. Labor Category Descriptions

PROGRAM MANAGER

Education Requirements

Must have a minimum of bachelor's degree in engineering or a scientific area and be professionally registered (P.E., L.S.) in one or more states in which Timmons Group conducts business.

Experience Requirements

10 years

Functional Responsibilities

The purpose of the Program Manager is to develop business with and successfully execute work for clients within the market sector, plus other designated clients with significant related needs. The Program Manager is responsible for overall P&L and long-term growth of the sector to meet the company's long term growth plan. The Program Manager must have direct and frequent communications with the Company President, Chief Operating Officer, Director of Marketing, Director of Human Resources and Chief Financial Officer.

Marketing

1. Establishes a vision for how the firm will capitalize on the opportunities within the marketplace.

2. Authorizes research to gather data on the marketplace. Works with the Director of Marketing to see that the research is undertaken and the desired results are obtained.
3. With the Director of Marketing, prepares an annual Sector Marketing Plan.
4. Determines which clients and prospects will be targeted.
5. Facilitates the assignments of Group Leaders to each client and prospect.
6. Develops an action plan for each targeted client and prospect. Works with the Marketing Director and Senior Management in the development of the action plans.
7. Cross-markets other firm services as appropriate.
8. Works with the Group Leaders in the Sector to formulate marketing plans.
9. Monitors client satisfaction.

Financial

1. Is responsible for meeting the Sector's revenue goals established by the firm.
2. Establishes revenue goals by client and prospect.
3. Monitors revenues to see that each Group Leader is implementing the Marketing Plan.
4. With input from others makes Go/No Go decisions.
5. Assists in proposal preparation, as requested. May take a lead role in the interview.
6. With the Director of Marketing, prepares a Sector marketing budget and submits it to the COO for approval.
7. Implements the Sector Marketing Plan within the budget approved by the firm.
8. Participates in the preparation of the Annual Business Plan for the Sector.
9. Is accountable for meeting total Sector sales goal.

Human Resources

1. Working with the Director of Human Resources and others, determines which staff members will be Group Leaders and Team Leaders.
2. Supervises, mentors and trains sector staff.
3. Conducts/participates in the performance review of all senior staff members.
4. Reviews performance evaluations of all sector personnel.
5. Assists in the recruiting of professional & technical staff to the firm.

Operations

1. Assists Group Leaders in preparing/reviewing scope of services, project budget and contracts.
2. Works with Group Leaders to determine composition of project teams and shifts personnel across Sector to meet workload needs.
3. Provides technical input and management guidance on selected large projects. May serve as Principle in charge or Project Manager if deemed necessary for the successful execution of the work and success of the Sector.

Communications

1. Assists accounting when necessary in the timely invoicing and collection of fees.
2. Maintains regular contact with past existing and targeted clients.

3. Communicates to Group Leaders on an ongoing basis firm financial and/or policy information as well as best practices from other Sectors.

SENIOR PROJECT MANAGER

Education Requirements

Graduation from an accredited four-year college or university with coursework in Environmental or Natural Sciences, geography or other related field(s), or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Experience Requirements

10 years

Functional Responsibilities

The Group Leader is accountable for the overall productivity of his/her group, and for the successful management of individual projects. The Group Leader is responsible for the marketing and selling of existing and new client opportunities, technical quality, profitability, schedule, project staff coordination, client communications, assistance in billing and collection of fees and client follow-up and maintenance. The Group Leader is accountable for the development of staff and for ensuring utilization and performance expectations are met for his/her group.

Management

1. Seeks to hire the best possible talent within his/her group.
2. Ensures the utilization of his/her group meets company budget/expectations. Cooperates with other Group Leaders and/or Program Managers to ensure that the right resources are assigned to the right projects company-wide.
3. Manages the performance of his/her group. Completes annual performance reviews on time and takes necessary steps to counsel and improve performance of staff.
4. Assists group members with their professional development, including Career Development Plans and associated training opportunities.
5. Works cooperatively with Program Managers and/or Human Resources to identify, address and manage issues of importance to individual team members or the company.

Project Management

1. Prepares or reviews the scope of services, detailed project budget and contract for the Program Manager's review and approval.
2. Works with the Program Manager to determine the composition of the project team. Assigns duties, schedules and budget to project team members (including any subcontractors); coordinates project scheduling.
3. Attends "kick-off" and interim project status meetings with the project team to discuss tasks, schedules and budgets.
4. Is responsible for ensuring each project is completed on time and on budget. Regularly monitors with Project Manager project schedules and budgets throughout the project life. Responsible for ensuring formal Project Reviews are conducted on all projects within group.
5. Works with Project Manager to determine if a contract needs to be amended and immediately communicates the changes to the Program Manager for concurrence.
6. May serve as a Project Manager for selected clients/projects.
7. Ensures projects adherence to company specification and CADD standards.

8. Works with Project Manager to document the performance of project team members. Communicates performance concerns to other Group Leaders who manage “borrowed” staff so that appropriate action may be taken.

Communications

1. Assist accounting in timely invoicing and collection of fees.
2. Maintains contact with the client after the project is completed and cross markets such other services as appropriate.
3. Assures project correspondence is complete and appropriate and that established lines of communication are maintained with the client, contractors, subconsultants and team members.
4. Participates in other functions as required to strengthen relationships with assigned clients.

ENVIRONMENTAL SERVICES MANAGER

Education Requirements

Graduation from an accredited four-year college or university with coursework in Environmental or Natural

Sciences, geography or other related field(s), or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Experience Requirements

5 years

Functional Responsibilities

The Environmental Services Manager is responsible for the successful management of assigned projects and for the development of assigned client accounts. The Environmental Services Manager is responsible for technical quality, schedule, project staff coordination, project staff development, client communications, negotiating scopes and fees, billing and assistance in collection of fees when required, client follow-up and maintenance. Direct ongoing communication with the Group Leader is essential. An Environmental Services Manager may manage his/her own several mid-sized projects or a single larger project while overseeing all other assigned projects worked on by project teams; prepares the scope of services, detailed project budget, schedule and contract for review and approval.

PROJECT MANAGER

Education Requirements

Graduation from an accredited four-year college or university with coursework in Environmental or Natural

Sciences, geography or other related field(s), or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Experience Requirements

5 years

Functional Responsibilities

The Project Manager is responsible for the successful management of multiple projects and assigned client accounts. The Project Manager is responsible for marketing and client development, technical quality, profitability, schedule, project staff coordination, client communications, negotiating scopes and fees, billing and assistance in collection of fees when required, client follow-up and maintenance. The Project Manager must maintain superior relationships with each of his/her clients and cross-sell Timmons Group services which fall outside of his/her direct professional

expertise. Direct ongoing communication with the Group Leader is essential. A Project Manager may manage several mid-sized projects or a single larger project simultaneously.

1. Prepares the scope of services, detailed project budget, schedule and contract for review and approval.
2. Works with the Group and Program Manager(s) to determine the composition of project teams. Assigns duties, schedules and budget to project team members (including any subcontractors); coordinates project scheduling.
3. Conducts “kick-off” and interim project status meetings with the project team to discuss tasks, schedules, budgets, etc.
4. Is responsible for completing each project on time and on budget. Regularly monitors project schedules and budgets throughout the project life.
5. Provides technical expertise and checks accuracy of all completed work. Assures that a QA/QC review is completed at the appropriate stages of each project.
6. Is responsible for determining if a contract needs to be amended with a change order and immediately communicates the changes to the Group Leader.
7. Represents client’s interests with contractors and is responsible for negotiations with contractors.
8. Monitors project’s adherence to company standards including quality control and assurance and CADD standards.
9. Documents the performance of project team members through completion of Project. Communicates significant performance issues to Group Leaders so that appropriate action may be taken.

SENIOR PROJECT ENGINEER

Education Requirements

A minimum of a bachelor’s degree in engineering or other scientific area and be professionally registered

(P.E., L.S.) in one or more states in which Timmons Group conducts business (or have the ability to obtain such registration within six months of employment).

Experience Requirements

5 years

Functional Responsibilities

The Senior Project Engineer acts as an authorized agent of the company and is responsible for the delivery of technically sound products that meet internal and external client expectations, on time and on/under budget, makes significant design decisions with limited input by Project Manager for assigned projects. Assists with marketing and business development work and acts as Project Manager for assigned projects.

As an individual contributor, uses professional judgment to direct and independently complete assigned engineering designs. Actively assists the Project Manager or acts as Project Manager and assigns tasks and schedules to Project Engineers and project team members, answers questions and monitors progress.

1. Checks the accuracy (formal and informal QA/QC) of assigned tasks completed by other engineering and technical staff.
2. Makes major design decisions that meet the needs of external customers while coordinating the impact of such decisions on related project efforts.
3. Pro-actively identifies technical, schedule or financial issues and seeks resolution from the Project Manager and/or the client as appropriate to the situation.
4. Assists the client in bidding or contractor selection if authorized by the Project Manager.

5. Monitors construction and supervises field personnel assigned to a task, data collection or a specific project.
6. Responds to contractor questions and issues and prepares and issues project addenda as needed.
7. Recommends and prepares change orders.
8. Participates in the creation of engineering services proposals, including the calculation/estimation of time schedules and costs of the proposed work.
9. Signs and seals engineering documents as an authorized representative of the company.
10. Independently communicates on technical matters with the client.
11. Acts as technical expert on assigned projects when operating as an individual contributor, and acts as Project Manager on smaller scope or specialty projects as assigned.

ENVIRONMENTAL SCIENTIST

Education Requirements

Graduation from an accredited four-year college or university with coursework in Environmental or Natural

Sciences, geography or other related field(s), or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Experience Requirements

3 Years

Functional Responsibilities

The Environmental Scientist II is responsible for the delivery of technically sound products that meet internal and external client expectations, on time and on/under budget, makes significant field decisions on wetland assessments, delineations and related technical assessments with input by the Project Manager for assigned projects. Conducts confirmation of wetland delineations with the Corps of Engineers and acts as Project Manager for assigned projects.

1. As an individual contributor, uses professional judgment to direct and independently complete assigned environmental compliance projects.
2. Actively assists the Project Manager, or acts as project manager, and assigns tasks and schedules to project team members, answers questions and monitors progress.
3. Checks the accuracy (formal and informal QA/QC) of assigned tasks completed by other technical staff.
4. Pro-actively identifies technical, schedule or financial issues and seeks resolution from the Project Manager and/or the client, as appropriate to the situation.
5. Monitors construction and data collection or a specific project.
6. Participates in the creation of environmental compliance services proposals, including the calculation/estimation of time schedules and costs of the proposed work.
7. Independently communicates on technical matters with the client when directed by project manager or group leader.
8. Acts as technical expert on assigned projects when operating as an individual contributor and acts as Project Manager on smaller scope or specialty projects as assigned.

PROJECT ENGINEER

Education Requirements

A minimum of a bachelor's degree in engineering or other scientific area.

Experience Requirements

2 Years

Functional Responsibilities

The Project Engineer I is responsible for completing assigned tasks under the supervision of the Group

Leader, Project Manager or more experienced engineers. This Project Engineer I is expected to apply

the concepts learned through required education and prior professional experience to solve engineering tasks as assigned. This position is typical for recent graduates (engineer).

1. Designs portions of a project using relevant office software, modeling and CADD technology.
2. Completes calculations using engineering formulas and skills and/or utilizes computers in order to solve problems.
3. Prepares specification materials through the use of research and manufacturing catalogs to specify materials, installation, inspection and payment of items specific to a project.
4. Works with CADD Technicians and Designers in order to complete design details and plan sets.
5. Performs research and writes objective summary reports which are used in the completion of project work or inspection.
6. Assists in the preparation of engineering and construction cost estimates.
7. Completes field observation, inspection and data collection duties as directed by senior engineering staff.
8. Communicates with client staff and internal design team as directed by senior engineering staff.

CADD TECHNICIAN

Education Requirements

High School diploma or GED equivalent.

Experience Requirements

One Year

Functional Responsibilities

Under the general direction of engineering and other technical staff, the CADD Technician applies learned skills and technical ability to prepare detailed construction drawings, topographical profiles, and related maps and specifications used in planning and construction of civil or other engineering projects such as highways, river improvements, flood control, and drainage and buildings by performing the following duties.

1. Reviews rough sketches, drawings, specifications and other engineering data received from engineering staff. Interprets engineering data in order to effectively and efficiently complete assigned tasks.
2. Completed detailed drawings from sketches, plans, specifications and written/verbal instructions using computer-aided drafting programs.
3. Plots maps and charts showing profiles and cross-sections, indicating relation of topographical contours and elevations to buildings, retaining walls, tunnels, overhead power lines and other structures.
4. Develops detailed drawings of structures and installations such as buildings, roads, culverts, fresh water supply, sewage disposal systems and dikes.
5. On occasion, accompanies survey crew in field to locate grading markers or to collect data required for revision of construction drawings.

6. Works cooperatively with other CADD technicians and/or engineers to complete assigned work.
7. Proactively seeks input and clarification from other employee's assigned to given project in order to minimize time spent in performing the essential duties of the position.
8. Check assigned work to ensure accuracy and quality.

ENVIRONMENTAL TECHNICIAN

Education Requirements

Graduation from an accredited four-year college or university with coursework in Environmental or Natural Sciences, geography or other related field(s), or any equivalent combination of education, experience and training that provides the required knowledge, skills and abilities.

Experience Requirements

One Year

Functional Responsibilities

The Environmental Technician is responsible for the delivery of technically sound products that meet internal and external client expectations, on time and on/under budget, provides technical support for field decisions on environmental site assessments, and other related assessments with input by an Environmental Scientist and the Project Manager for assigned projects. An Environmental Technician assists with field investigations, report preparation, project tracking, marketing and business development work. Other assignments include but are not limited to interpretation of County Soil Surveys, photo interpretation of aerial photographs, soil maps, and other related mapping, and field classification of soils for texture, Munsell color, moisture content, presence of redoxymorphic features, and/or the potential presence of contaminants.

1. As an individual contributor, uses professional judgment to direct and independently complete assigned environmental compliance projects.
2. Actively assists the Environmental Scientist and Project Manager, completes assigned tasks and maintains schedules to insure timely product delivery, and monitors project progress.
3. Checks the accuracy (formal and informal QA/QC) of assigned tasks completed by other technical staff.
4. Pro-actively identifies technical, schedule or financial issues and seeks resolution from the
5. Project Manager and/or the client, as appropriate to the situation.
6. Assists in the creation of environmental compliance services proposals, including the calculation/estimation of time schedules and costs of the proposed work.